



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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1. Application Date		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed	
2. Agency Application No.				APR 22 1974 74-161 JUN 11 1974	
3. AGENCY, Division, Subdivision & Administering Office Address Community Development (Public Relations Unit) Administrative Division 270 Washington Street (601-A Trinity-Washington Bldg.) Atlanta, Georgia 30334				4. Person to Contact Lynn Leathers	
				5. Working Title Typist III	6. Tel. No. 656-3550
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Earliest & Latest Dates of Series 1972 to Date		9. Exact Series Title Motion Picture and Television Industry Files			
10. What is the function of the office in which this record series is created? The Public Relations Unit of the Administrative Division is responsible for the overall public relations of the Department. The basic activity of the unit is the preparation and dissemination of information concerning methods for promoting investment in Georgia and for improving markets for Georgia products. The unit prepares and publishes the quarterly magazine, Georgia Progress. The unit is responsible for the advertising program for the State of Georgia. The unit is responsible for promoting the motion picture and television industry in Georgia.					
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement). Documents relating to all aspects of motion picture and television industry in the State of Georgia. Included are correspondence, memorandum, directives and supporting papers between unit officials and officials of other agencies, private organizations, businesses, production companies and other motion picture oriented businesses and individuals concerning Georgia (tourist attractions, site locations, facilities, etc.), special studies, reports, proposals and plans (implemented and non-implemented) relating to promotion of Georgia as a site location for filming; news releases and clippings; documentation of programs, trips, events planned by the unit in regard to motion picture promotion in Georgia. Files are arranged alphabetically. ATTACH SAMPLES OF THE FILE					
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers				.5 1.0	
Legal-size File Drawers		2	4.0	Floor Space Occupied (Square Feet)	
				In Office(s) In Storage Area(s)	
				This Year's Last Year's Preceding Year's All Prior Years'	
				AVERAGE DAILY REFERENCES	
				6 6 6	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

- | | YES | NO |
|---|-------------------------------------|-------------------------------------|
| 13. Is this the Record Copy of the series? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 14. Is there a duplication of this series in another office or agency? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 16. Does the series contain classified information requiring security handling? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 17. Does the series initiate, amend or terminate agency policies and procedures? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 18. Could the function be performed if the files were lost or destroyed? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 20. Does the record series provide data as input to an EDP file? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 21. Does the record series contain documentation produced as EDP printout? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 22. Has the Federal Government issued instructions governing the retention/disposition of these files? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| | (Historical value) | |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

24. REQUIREMENTS. The following requires the files to be kept See Below years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☒ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☐ CALENDAR YEAR ☐ FISCAL YEAR ☒ OTHER See Below, then:

- ☐ Hold in the current files area _____ month(s)/_____ year(s):
☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold _____ year(s):
☐ Destroy.
☐ Transfer to State Archives for permanent retention.
☐ Destroy immediately after cut-off.
☐ Other: (Specify)

Completed Film Projects: Remove from active file and place in inactive file; then, cut off inactive file at the end of each calendar year; hold in current files area 2 years; then retire to State Archives.

Defunct Film Projects: Cut off file at the end of each calendar year; then transfer to State Records Center; hold 4 years; then destroy.

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>James M. Whitte</i>	4/19/74		
26. Recommendations Agency Head/Designee in paragraph 25 <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		<i>Ed Spive</i>	4-18-74
are: State Auditor/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		<i>William M. Dupen</i>	5-31-74
STATE RECORDS COMMITTEE Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		<i>Carroll Hart</i>	5-30-74
Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		<i>A. M. J. Shue</i>	6-11-74



GEORGIA DEPARTMENT OF COMMUNITY DEVELOPMENT

January 8, 1975

MEMORANDUM

TO: Colonel John F. Dunn

FROM: Ed Spivia

SUBJECT: Records Disposition Standard
74-161 Amendment

This is to request application #74-161 Defunct Film Projects disposition to read: Cut off file at the end of each calendar year; transfer to Records Center; hold for 4 years; then destroy.

A copy of the above mentioned standard is attached.

I would appreciate your prompt attention in this matter. Thank you.

EDS:11

Attachment